

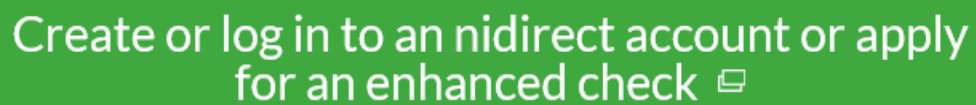
Information Pack for those wishing to apply for an AccessNI Check.

Cycling Ulster is the Registered Body for AccessNI and can submit applications for our members.

Instructions for applying for an AccessNI Certificate.

- If you created an AccessNI account before 17 July 2018, you can no longer use this to apply for a check. You must create an **nidirect** account and log in to apply.
- Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>

- **Scroll down and click**

A green rectangular button with white text that reads 'Create or log in to an nidirect account or apply for an enhanced check' followed by a white right-pointing arrow.

- Go to I need an Account and click

A green rectangular button with white text that reads 'Create account'.

- From this web page, click the green button to Apply for an enhanced check through a registered body. (Cycling Ulster is the registered body)
- Register your account by creating a user ID and password and follow online instructions to log in. [keep these details safe as you will need them to track the progress of your case]
- Once you have successfully logged in, you will be taken to the on-line application.
- Enter the 6 digit PIN of Lead Designated Signatory – **Marian Lamb : Pin Number 864278** or for the Counter Signatory **Julie Rea : Pin Number 155028**
- Complete the remainder of the on-line form and click on Confirm and Proceed to finish the on-line process. Every time you click next the page will be saved.
- When it asks for **Organisation Reference please insert your club name if relevant**
- You must note the 10 digit AccessNI reference number you are provided with on the confirmation page and email when you complete your details on the AccessNI on-line system.

When you have successfully registered your application will sit in the system until Cycling Ulster receives your ID Validation form. You must produce the relevant ID to either Marian Lamb or Julie Rea in person or to the club Safeguarding Officer, Chairman or Secretary.

Please note – the Person who checks your ID must keep copies of it for 90 days. This is an AccessNI Directive . All data will be held securely and destroyed after 90 days.



Information regarding applying for an AccessNI Check

As a sporting organisation we can only accept Enhanced Certificates so please do not apply for a Standard Check.

Please Note : By applying for an Enhanced AccessNI Certificate you should be aware that the process will include a check of the Barred List in relation to Young People should your role mean that you will be working with those under the age of 18 in a regulated activity.

An enhanced check contains details of all spent and unspent convictions, informed warnings, cautions and diversionary youth conferences as well as a check of police records held locally and, for positions working with children and vulnerable adults, may include information held by the Disclosure and Barring Service

Fixed penalty tickets, parking fines, some motoring offences and other minor offending, such as failure to pay a TV licence, will not be included in any checks. Some old and minor convictions and non-court disposals on a criminal record may also be filtered and not disclosed on an enhanced check.

For more details regarding enhanced checks please go to <https://www.nidirect.gov.uk/articles/information-disclosed-about-you>

Cycling Ulster Complies with the AccessNI Code of Practice which is available for Download on www.cyclingulster.com/downloads.

Having a criminal record will not necessarily bar you from working with Us. We have a Policy on Ex-offenders available for download at www.cyclingulster.com/downloads

Cycling Ulster no longer receive a copy of your AccessNI Certificate. We will however be aware if information has been found. We will then ask you to produce your certificate and a decision will be made on your suitability for a role based on that information. We will follow Cycling Ireland's Vetting Policy. At this point if you do not wish to show your certificate you may withdraw from the recruitment process.

Cycling Ulster is committed to the secure and safe handling of all information. A copy of our Policy on the Safe Handling of AccessNI Information can be downloaded at www.cyclingulster.com/downloads

Should you require any further information please do not hesitate to contact Marian Lamb at marianlamb@ulstercyclingnews.com or 07920132135